



Indiana Pro Bono Commission
230 East Ohio Street, 4th Floor
Indianapolis, IN 46204

Indiana Bar Foundation
230 East Ohio Street, 4th Floor
Indianapolis, IN 46204

COMBINED 2007 DISTRICT REPORT, 2009 PRO BONO GRANT APPLICATION, AND 2009 PLAN

Pro Bono District _____

Applicant: _____

Mailing Address: _____

City: _____, IN Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

Judicial Appointee: _____

Plan Administrator: _____

Names of Counties served: _____

Number and Percentage of volunteer attorneys (as defined on page 3) *who rendered pro bono service to at least one low-income client during the year or who accepted a pro bono case in 2007* per registered attorneys in district, i.e. the district's pro bono participation rate
_____ % _____

Please also provide pro bono participation rates by county, if available.

Number of volunteer attorneys (as defined on page 3) who provided pro bono representation for at least 50 hours during 2007: _____

Please also provide this information by county, if possible.

Number of potential clients requesting help in 2007 (limit this to actual intake done or sessions in which plan administrator or his/her delegate provided more than minimal assistance): _____

Number of potential clients who were actually provided with legal services (through volunteer attorney referral or assistance organized by the plan administrator) as a result of their request: _____ Please also provide this information by county, if available.

Amount of grant received for 2008: _____

Amount of grant (2008 & prior years) projected to be unused as of 12/31/08: _____

Amount requested for 2009: _____

2009 PLAN SUMMARY

1. Please write a brief summary of the 2009 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.

2007 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT _____

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 3A.

Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney. The information provided in this chart, and the charts immediately following, should be for the calendar year 2007 and not the fiscal year.

Definitions

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney. This also includes an attorney who has worked solely on a pending pro bono case that was neither opened nor closed during the reporting year. Volunteer attorneys for modest means programs may be counted, as long as they are separately identified as such.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

IOLTA funding accounts for ____ % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding _____.

If this percentage is substantially more than the percentage of IOLTA funding, please explain.

Volunteer Attorney Name	County	Number of cases pending at the beginning of 2007	Number of new cases opened in 2007	Number of cases closed in 2007	Number of Pro Bono hours for cases closed in 2007 (column 4)	Number of cases carried forward into 2008	Case Type
TOTAL:	<i>No total needed</i>	TOTAL:	TOTAL:	TOTAL:	TOTAL:	<i>No total needed</i>	<i>No total needed</i>

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

IOLTA funding accounts for ____ % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding _____. If this percentage is substantially more than the percentage of IOLTA funding, please explain.

[illegible]

INFORMATION ACTIVITY IN DISTRICT _____

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 4A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

[illegible]

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

[illegible]

2007 REPORT

Please list your District's 2007 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.

<u>Date</u>	<u>Activity</u>
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2007 REPORT

Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.

Please describe any special circumstances, including difficulties encountered, affecting your District's 2007 implementation of its plan.

Income Category	2007 Actual In- come to Date	2007 Budget	2007 Actual In- come To Date	2008 Budget	2009 Budget
A. INCOME	-	-	-	-	-
1. IOLTA Grant Amount					
Other Income: <i>Explain source(s) and if Actual/Expected in narrative</i>					
2.					
3.					
4.					
5. Total Income (sum of lines A1 - A4)	\$	\$	\$	\$	\$
Expense Category	2007 Actual Ex- penditures	2007 Budget	2008 Actual Ex- penditures To Date	2008 Budget	2009 Budget
B. PERSONNEL EXPENDITURES					
1. Plan Administrator					
2. Paralegals					
3. Others - Please explain					
4. Employee benefits					
a. Insurance					
b. Retirement plans					
c. Other - Please explain					
5. Total Personnel expenditures (sum of lines B1 - B4c)	\$	\$	\$	\$	\$
C. NON-PERSONNEL EXPENSES					
1. Occupancy					
2. Equipment Rental					
3. Office Supplies					
4. Telephone					
5. Travel					
6. Training					
7. Library					
8. Malpractice Insurance					
9. Dues and Fees					
10. Reserve					
11. Marketing and promotion					
12. Attorney recognition					
13. Litigation expenditures					
14. Property Acquisition					
15. Contract Services					
16. Grants to other pro bono providers					
17. Other - Please explain					
18. Total Non-Personnel Expenditures (sum of lines C1 - C17)	\$	\$	\$	\$	\$

D. TOTAL EXPENDITURES (sum of B5 & C18)	\$	\$	\$	\$	\$
E. ENDING FUND BALANCE (A5 less D)	\$	\$	\$	\$	\$

2009 Budget Narrative

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided. Please explain any other budget entries that are not self-explanatory, including other sources of income.

Lines (B)(1), (2), (3), (4) Please indicate the number of hours per week for each personnel position, rate of pay, and all employee benefits.

Line (C)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space.

Line _____

One supplemental, explanatory page may be added to the end of this report and plan.

ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:

January 1:	Checks distributed
July 7:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due

The following representations, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

Operation under Rule 6.6

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6** (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6** (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and
- D. submit an annual report to the Commission.

Commitment to Pro Bono Program Excellence

We also understand that ultimately the measure of success for a civil legal services

program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

1. Participation by the local bar associations and attorneys. The associations and attorneys believe the program is necessary and beneficial.

2. Centrality of client needs. The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.

3. Program priorities. The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.

4. Direct representation component. The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.

5. Coordination with state and local civil legal providers and bar associations. The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.

6. Accountability. The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.

7. Continuity. The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff. Programs should have written job descriptions, policies and procedures to ensure continuity. Every pro bono program which receives IOLTA funding from the Indiana Pro Bono Commission and Indiana Bar Foundation must be incorporated and have obtained or applied for federal tax-exempt status by July 1, 2007.

8. Cost-effectiveness. The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

9. Minimization of barriers. The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

10. Understanding of ethical considerations. The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

11. ABA Standards. The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

Explanation of items stricken from the above Letter of Representation:

It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.

Signatures:

Judicial Appointee Signature

Date

Plan Administrator Signature

Date